

## **-Vacancy Announcement –**

The Housing and Community Development Authority is accepting resumes for a Hardest Hit Fund Financial Analyst-Post Closing in our Hardest Hit Fund Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Brandee Allen at [BrAllen@ihcda.in.gov](mailto:BrAllen@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 590345 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

<b>Title</b>	Hardest Hit Fund Financial Analyst – Post Closing	<b>Exempt</b>
<b>Reports to</b>	HHF Manager Operations Manager	<b>Date last revised:</b> 4/8/2013
<b>Supervises</b>	N/A	
<b>Summary</b>	The HHF Financial Analyst- Post Closing contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by participating as part of a team that verifies and reviews applications for Indiana’s Hardest Hit Fund (HHF) Program. A good understanding of the Emergency Economic Stabilization Act (EESA) guidelines as outlined by the U.S. Department of Treasury as well as an understanding of the guidelines under the Making Home Affordable Program and other government and GSE-related foreclosure prevention initiatives will be required.	
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	

<p><b>Key outcomes expected</b></p>	<p>Assist in the overall planning, development, and administration of the HHF program, including but not limited to the underwriting process as outlined by EESA standards.</p> <p>Must gain intimate knowledge of the foreclosure process and guidelines/requirements of lenders via the Making Home Affordable (MHA) programs and how those guidelines interact with HHF requirements.</p> <p>Must gain intimate knowledge of the Common Data File (CDF) communications system, via File Transfer Portals (FTP), in order to effectively work with servicers who are participating in the HHF program.</p> <p>Ensure compliance of operations with laws, regulations, policies, plans, and procedures in area of post-closing.</p> <p>Ensure monthly mortgage payments are made to lenders on behalf of the borrower in a timely manner.</p> <p>Correspond with lenders and servicers regarding borrower payments and CDF transfers.</p> <p>Data entry of borrower information received from lender into the Data Management System, Counselor Direct.</p> <p>Initiate or participate in the development, implementation, or interpretation of new or revised programs as directed.</p> <p>Maintain appropriate files and documentation as necessary or required.</p> <p>Provide assistance to employees, partners, state agencies, and departments in a friendly and efficient manner.</p> <p>Maintain and protect confidential information.</p> <p>Maintain a professional appearance and demeanor.</p> <p>Maintain a professional relationship with all employees by ensuring a sense of mutual trust, concern, respect, and teamwork.</p> <p>Comply with all policies of IHCD</p> <p>Other duties as assigned by the HHF Operations Manager</p>
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<b>Critical skills, knowledge, and behaviors</b>	<p>Demonstrates effective verbal and written communication skills.</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p>
<b>Education, experience, degrees, licenses</b>	<p>Bachelors Degree required.</p> <p>1-3 years relevant job experience in real estate, finance or banking. Must have an understanding of mortgage servicing, including issues with escrow, property taxes and insurance for non-escrowed loans, and the like.</p>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>